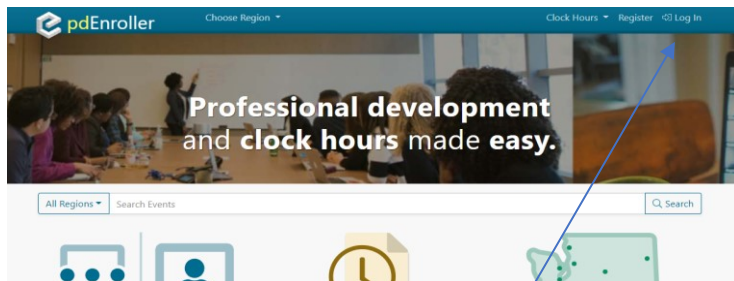


# pdEnroller Steps

Website: [pdEnroller.org](http://pdEnroller.org)

Prior to registering for a course in pdEnroller, you will first need to create an account. Creating an account is only completed once. If you believe you have an account with another district, you can log in and update your information.

**Important** – When creating your account, be sure to enter “Orting School District” as your organization (employer) as this is required in order to view any course offerings through the district.



## Process for clock hours

### 1. Register for an Event

Once you have been notified that an event (e.g., PLC Fridays, Enrichment Days, FCS training, etc.) is open, you will login to pdEnroller and register. Be sure to choose “Orting” from the drop down box at the top.

**Important** – Just must register prior to the event/class closing. Once the event is closed, it will not be re-opened to register.

### 2. Attendance/Sign-in

At each event/training, you must sign in on the attendance sheet on each day of the event. Once attendance sheets are sent to HR, staff cannot sign-in after the fact. If you don't sign-in, clock hours will not be granted for that day of the event/training.

### 3. Claiming Clock Hours

Once an event/class has been completed, you will receive an email from HR with a claim code to login to pdEnroller and claim your clock hours.

### 4. Verifying Clock Hours

Once you have claimed the clock hours and completed the evaluation survey, human resources will verify your attendance (based on the sign-in sheets) and confirm the total clock hours earned.

### 5. Print the In-Service Registration Form

When attendance is verified, you can login to pdEnroller and print the In-service Registration Form (not the transcript), sign, turn into HR. This form is required for HR to enter your clock hours in Skyward.

## 3 Things to Know

### pdEnroller (Registration)

Orting SD uses pdEnroller as registration tool for internal class offerings.

### Skyward\* (e.g., Tracking, Pay increases)

When HR receives credits and clock hours from an employee (on an approved provider clock hour in-service form), they are entered into Skyward. Staff can view entered credits/clock hours via Skyward Employee Access > Emp Info > Personal Information > Prof Development.

### OSPI (Certificate Renewals)

Certificated staff submit through [OSPI e-certification](#) for cert renewal and paraeducators upload clock hours for initial cert issuance.

*\*pdEnroller and OSPI don't interact with Skyward, so it requires your action.*

